

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ACCOUNTS AND AUDIT COMMITTEE

meeting date: 29 SEPTEMBER 2021
title: COMMUNITY GRANTS
submitted by: DIRECTOR OF RESOURCES
principal author: JANE PEARSON

1 PURPOSE

1.1 To inform members of the various grant schemes operated by this council

1.2 Relevance to the Council's ambitions and priorities:

- The council aims to be a well-managed council.

1.3 The Chairman of this committee has requested this report and asked

- How are we deciding who gets what, is this efficient and fair. How do we monitor the monies given out?

1.4 Listed below are the various grant schemes with a concise summary of how each scheme operates and who decides how grants are allocated,

2 VOLUNTARY ORGANISATION GRANTS

2.1 The parent committee for this grant scheme is Policy and Finance Committee

2.2 Applications are invited usually around December time each year. The criteria is published on our website.

2.3 A working group considers the grant applications and makes recommendations usually early in March in time to report the Committee meeting which takes place later that month

2.4 The available budget for these grants was £115,810.

2.5 The scheme will not normally fund the following:

- Capital projects on which work has already started or in aid of expenditure already committed or paid.
- Commercial organisations / businesses
- Any activity designed to promote political party politics or influence government policies
- Applications from the County Council or other government agencies
- Applications from religious organisations unless there is a clear broad community benefit.
- Schemes that can be funded by the Councils' other grant aid schemes.

2.6 This year it was found that several applications would better fall under the remit of Recreation & Culture grants, and it was agreed that the closing dates for both sets of applications should be aligned in future so that applications could be easily transferred for consideration.

2.7 Annex 1 shows further information for this scheme

3 RECREATION AND CULTURE GRANTS

3.1 This grant scheme invests in the development of recreational and cultural activity in the Borough. Supporting the future health and wellbeing of the Ribble Valley community through arts, sports & community projects.

3.2 The parent committee for this scheme is Community Services Committee.

3.3 Full information is available on our website and the closing date for applications is usually 31 January each year. A working group of Community Services Committee then meet and consider the applications against the scheme criteria and make recommendations to the March meeting of that committee.

3.4 The available budget for 2021/22 was £31,140 plus £10,552 from the earmarked reserve for that grant scheme.

3.5 Annex 2 shows further information form for this scheme.

4 SPORTING EXCELLENCE GRANTS

4.1 Sporting Excellence Grants are designed to assist talented young performers progress in their chosen sport.

4.2 The parent Committee is Community Services.

4.3 The Outdoor Pitches and Sports Development Officer liaises with schools and sports clubs to make them aware of this grant scheme.

4.4 On online application form is available on our website

4.5 A working group of Community Services Committee considers the applications and makes recommendations on the allocation of that year's grant pot.

4.6 The total available for 2021/22 was £3,720 plus £220 from the earmarked reserve for this grant scheme.

4.7 Annex 3 shows the application form for this scheme.

5 ARTS EXCELLENCE GRANTS

5.1 Arts Excellence Awards are designed to assist young talented performer's progress in their chosen activity. The main aim of the scheme is to help with the cost of tuition, travel and equipment associated with your activity. 2022/23 Annual deadline, end of January for activity to begin 1 of April the following financial year. Full details are available on the Council's website and the Arts Development Officer makes local artists aware of the scheme.

5.2 The parent committee for this grant scheme is Community Services. A working group of Community Services Committee then meet and consider the applications against the scheme criteria and make recommendations to Committee.

5.3 The available budget for 2021/22 was £4,280 plus £1,500 from the earmarked reserve for that grant scheme.

5.4 It has been approved that there will be a second round of Arts Excellence Grant applications in 2021/22. Due to the Covid pandemic children were limited in what arts activity they could

attend, now as restrictions are being lifted young people have been able to begin some arts activity. The new deadline for applications is the 30th July 2021.

5.5 Annex 4 shows the application form for this scheme

6 ART DEVELOPMENT GRANTS

6.1 The grant supports the future health and wellbeing of the Ribble Valley community through developing Arts projects.

6.2 Full information and application criteria are available on our website.

6.3 The parent committee for this grant scheme is Community Services. A working group of Community Services Committee then meet and consider the applications against the scheme criteria and make recommendations to Committee.

6.4 The available budget for 2021/22 was £3,000 plus £1,620 from the earmarked reserve for that grant scheme.

6.5 It was approved that would be a second round to apply for grants to support Arts based projects in 2021/22. Due to the Covid pandemic it was hard to plan for events by the first deadline of January 2021. With new government guidance it is possible to begin planning for events / projects. The new deadline for applications was 30 July 2021, for the possibility of funding projects that could take place from September 2021.

6.6 Annex 5 shows the application form for this scheme

7 OTHER GRANT SCHEMES

7.1 The Council operate a number of other grant schemes:

- Ribble Valley in Bloom – a small pot of money is available annually to help parishes with their floral displays. This can be in the form of bulbs or a contribution towards planters. These must be external and on public display. An application form is available on our website and the deadline is 30 April each year. The decision to allocate these grants is delegated to the Director of Community Services in conjunction with a working group for these grants.
- Christmas Lights - a small pot of money is available annually to help parishes/town councils provide Christmas lights in their area. The grants are for outdoor lights only and must be on public display for the good of the community. An application form is available on our website and the deadline is 31 October each year. The decision to allocate these grants is delegated to the Director of Community Services in conjunction with a working group for these grants.
- Luncheon Club Grants - The aims of this project are to provide services to support older and more vulnerable people in the community and provide a point of contact for those residents with other partner agencies This grant can support new or existing groups offering a regular lunch club or meeting. An application form is available on our website
- Concurrent Functions Grants for Parish and Town Councils - Concurrent functions are services provided in some parts of the borough by the borough or county council and in others by a parish or town council. The council's concurrent functions grant scheme supports 25% of parish and town council's net revenue expenditure on the following concurrent functions

- Burial Grounds
 - Bus Shelters
 - Footpaths
 - Footway Lighting
 - Litter Collection
 - Dog waste bins
 - Parks and play areas
 - Parish lengthsman from 2017
 - CCTV from 2021
- Disabled Facility grants
 - Landlord Tenant Grants

8 MONITORING

- 8.1 Grants are only awarded to applicants if their application meets the grant scheme criteria. Voluntary Organisation Grants tend to assist the running costs of that organisation.
- 8.2 Some of the organisations have Ribble Valley Councillor representation.
- 8.3 The Citizens Advice Bureau is required to provide monitoring information as it is considerably the largest grant awarded by this Council
- 8.4 When Committees agree grants to organisations within the Ribble Valley members declare interest accordingly.

9 CONCLUSION

- 9.1 Each grant scheme has set criteria, an open application process and Committees/working groups make the final decision regarding allocation of the grant monies.

DIRECTOR OF RESOURCES

For further information please ask for Jane Pearson

AA13-21/JP/AC
17 September 2021



Ribble Valley
Borough Council
www.ribblevalley.gov.uk

Voluntary Organisation Grant Application Form

Please note that your application will be considered alongside applications from grant received from other organisations.

The Council will base its decision solely on the information that you provide within your completed application. Canvassing of Officers or Members to support your grant request may result in your application being declined.

Voluntary Organisations can use this form to apply for grant support towards their revenue or capital expenditure.

(Please read the grant criteria on the reverse of this form before answering the questions)

Organisation details
Name of Organisation
Charity number (If applicable)
Contact name
Contact address
Daytime telephone number
E-mail address
Please state the aims and objectives of your organisation.
Please give a brief description and history of your organisation.

How does the work of your organisation benefit the residents of Ribble Valley?

Size of organisation (i.e. number of paid employees and volunteers)

Justification for application

Purpose for which the grant is requested

Please note that the Council will not normally fund schemes that can be funded from the Council's other grant aid schemes. Please visit <https://www.ribbonvalley.gov.uk/grants> for details of other schemes available

Is this a new application or have we supported you previously?

If previously supported please give details.

Please describe who will benefit from this grant

How many people will the grant benefit?

Please give an indication of the number of Ribble Valley residents that will specifically be supported.

Financial Information

What level of financial support are you requesting from this council?

£

Is the financial support for revenue or capital expenditure?

Capital grants refers to buildings infrastructure or equipment with a life expectancy of not less than two years and a purchase value of not less than £1,000.

Please supply details of any other applications for grant aid that has been made to any other organisations.

Organisation	Amount requested	Approved	Refused	Pending
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of auditors

Address of auditors

Supporting Information

Please attach the following documents in addition to your completed application form:

- A copy of your latest audited accounts
- Your organisation's most recent bank statements for all bank accounts
- A 3-year financial plan – *A 3-year financial plan will be required if the amount requested is greater than £10,000*
- A valid constitution or memorandum which clearly indicates the voluntary / charitable status of your organisation
- Any other supporting document/s you feel will be relevant in supporting your application

Please give us any information you feel is important.

Declaration: please sign this application and state your position in the organisation

Signature

Name (print)

Position

Date

POLICY AND FINANCE VOLUNTARY ORGANISATION GRANT CRITERIA

- | | | | |
|-------|--|--------|---|
| 1 | <p>The Overall Aim</p> <p>Through the awarding of a voluntary organisation grant the Council wishes to ensure that the purpose of the grant sought is to provide services or facilities that will meet the needs of communities in the Ribble Valley or directly benefit our residents.</p> | (vii) | <p>Applications should not contravene the policies and principles of this Council. Organisations receiving grant support will have to provide details as to how they will publicise the Council's support.</p> |
| | | (viii) | <p>Applicants who have received funding from the Council should provide, if required, a year-end report to the Council showing how the grant has been used.</p> |
| 2 | <p>General</p> | | |
| (i) | <p>Applicants must demonstrate that they support or develop community action in a way that is sustainable and contributes to local community life.</p> | (ix) | <p>Applicants who receive funding from the Council agree to notify and repay the Council any unspent grant balances.</p> |
| (ii) | <p>Applications will only be accepted from parish/town councils and properly constituted organisations operating on a non-profit making basis. A valid constitution or memorandum and articles of association, which clearly indicates the voluntary or charitable status of the organisation, must accompany all applications.</p> | 3 | <p>Capital Grants</p> <p>Note: Capital grants refers to buildings infrastructure or equipment with a life expectancy of not less than two years and a purchase value of not less than £1,000.</p> |
| (iii) | <p>Applicants should demonstrate that they abide by the rules of their constitution, they are democratic and make efforts to involve users in a significant way in the decision making process of their organisation. The organisation must be able to demonstrate that membership of their organisation is open to all members of the community and that the organisation does not discriminate unfairly against anyone on the grounds of race, gender, creed, ethnic origin, sexual orientation, age or disability.</p> | (i) | <p>The level of grant awarded from the fund for any individual capital project will not normally exceed 50% of the approved costs up to a maximum of £5,000. The Council may review these limits under exceptional circumstances.</p> |
| (iv) | <p>Applicants should demonstrate that their organisation is financially sound and well managed and that any project or proposed project is properly planned and organised. Applicants must demonstrate value for money and evidence of their own fund raising activity and ability to attract funds from other sources. Applicants should demonstrate that they have planned for the longer-term financial sustainability of their organisation as a whole and for any specific activity or project that they are applying for, i.e. they should have a business plan.</p> | (ii) | <p>Premises, land or equipment in respect of which a grant is given must either be in the ownership of the applicant or secured by a long-term lease (not less than 10 years).</p> |
| (v) | <p>Applications will only be considered if they include a statement showing how much an organisation has in all its bank accounts. If the organisation has significant balances and/or generates significant surpluses then a full justification for the amount of grant being sought will be required. Applicants seeking grants of over £100 will be required to submit their most recent set of accounts. Applicants seeking grants of over £1,000 will be required to submit audited accounts.</p> | (iii) | <p>Applicants must demonstrate that all licences and consents have been obtained, including planning and building control approvals, and that the balance of funding is in place (or soon will be).</p> |
| (vi) | <p>The Council's grants scheme will not normally fund the following:</p> <ul style="list-style-type: none"> ❖ Capital projects on which work has already started or in aid of expenditure already committed or paid. ❖ Commercial organisations/businesses. ❖ Any activity that is designed to promote political party politics or influence government policies. ❖ Applications from the County Council or other government agencies. ❖ Applications from religious organisations unless there is a clear broad community benefit. ❖ Schemes that can be funded by the Council's other grant aid schemes. | (iv) | <p>Applicants must demonstrate that provision has been made for ongoing running and maintenance costs once the project has been completed.</p> |
| | | (v) | <p>Applicants will need to provide three written estimates of building and/or purchase costs.</p> |
| | | (vi) | <p>Capital grants will be paid in arrears, either in full or part, following the submission of receipts or invoices relating to the equipment purchased or services provided.</p> |
| | | 4 | <p>Revenue Grants</p> |
| | | (i) | <p>Revenue grants will be available for items of expenditure providing the applicant demonstrates that any such scheme is sustainable.</p> |
| | | (ii) | <p>Where possible, applications should give evidence of partnership with the local community and, where appropriate, with relevant sections of the Council and other agencies, demonstrating links to other relevant initiatives.</p> |
| | | | <p>For further information please contact:
 Financial Services
 Ribble Valley Borough Council
 Council Offices, Church Walk, Clitheroe
 BB7 2RA</p> |
| | | | <p><u>Telephone: 01200 414494</u></p> |

Recreation & Culture Grant

Purpose

The aim of the Recreation & Culture Grant scheme is for Ribble Valley Borough Council to invest in the development of cultural and recreational activity throughout the borough. Supporting and the future health and wellbeing of the Ribble Valley community through arts, sports & community projects.

Criteria

The Applicant		
1	Must live in Ribble Valley or provide a service / business which is based within the borough.	
2	Must be an organisation not run for profit.	
3	Membership of your organisation should be open to all members of the community.	
4	Must not be seeking funding for a charitable cause or third party which is a different organisation to the applicant.	
The Project		
5	Must provide a high quality cultural / recreational experience.	
6	Priority will be given to a project which targets a section of the community who may be disadvantaged in accessing and experiencing culture and recreation.	
7	Must demonstrate a clear need in terms of how it will benefit the Ribble Valley community.	
8	Must have clear targets in what it is trying to achieve and how it will be evaluated.	
9	Priority will be given to projects that seek match funding bringing external funding into the area. The council will support up to 50% of the cost of the scheme.	
10	The scheme is not intended to contribute to the revenue / running costs of any organisation, non-maintenance projects will be given priority.	
11	Projects should not start before grant allocation has been confirmed in writing and normally should be completed within 12 months of receiving the grant.	
12	Partnership working will be given priority.	
13	Projects will be assessed on their level of sustainability. Evidence should be provided as to how it will continue and grow in future years without council funding support.	
14	Projects will not receive repeat funding unless stating clearly how this contribution will be developing a new aspect.	
Grant Terms		
Should the applicant cease to use the grant for the use for which it was awarded, the council may wish to retain all or a proportion of the grant offered.		
Grant aid cannot be expected every year. Each scheme will be considered on its merit and in line with the Council's culture and leisure priorities.		
Grant payments will be released on the production of invoices and receipts of the project & completion of the evaluation form (supplied on the grant approval).		
The Authority will not commission any grants to organisations and individuals who are in breach of the principles of the Social Value Act 2012, or reserve the right to withdraw funding if it becomes apparent that they are in breach.		

If you need any advice on submitting this application contact;
Olwen Heap 01200 414408 (Administrator)
Mark Beveridge (Head of Cultural & Leisure Services)
Katherine Rodgers 01200 425566 (Arts)
Peter Fletcher 01200 414435 (Sports)

Recreation & Culture Grant

Application Form

Name Of Organisation			
Type of Organisation e.g. Not for profit, charity, social interest company, constituted group.			
Name payment should be made to (If different from above)			
Main Contact Name			
Position			
Address			
Phone Number		Email Address	
Mobile Number		Website Address	
Brief description of your organisation, its aims and objectives			
Have you received support from R.V.B.C previously? If yes please give details.			
Project Name			
Description of your project 200 words max			
Project Start Date		Project End Date	
Where will this project take place?			

What do you want to achieve with this project? State clear targets and how you will measure your success

How will you ensure your project is of a high quality?

How will your project continue in future years without council funding support?

Why is this project important to Ribble Valley's future development? Please give evidence of the need for this project e.g. why, who and how will Ribble Valley residents benefit.

How do you plan to promote your project?

Estimated Numbers of people that will benefit	Number
Employees (please state in what capacity e.g. Artist, Coach)	
Participants (including volunteers)	
Audience – Live	
Audience – online, broadcast	
Total	

How will your project support diversity?, e.g. are you working with tough to reach groups, disabled, black & minority ethnic community.

Partners involved in your project

Budget	
Income (including support in kind)	£ Expected / Confirmed
Amount requested from R.V.B.C.	
Your Contribution	
Other Income	
TOTAL INCOME	
Expenditure (including support in kind)	
TOTAL EXPENDITURE (Must be the same total as your total income)	
Please sign this declaration, I declare that all information provided on this application form is true and correct to the best of my knowledge.	
NAME (print):	
SIGNATURE:	
DATE:	

Supporting Information:

Please enclose the following documents in addition to the completed application form.

1. A constitution of your organisation (if relevant)
2. A set of documents or proof of your current financial position
3. Supporting documents you feel are relevant to your application (not returnable, send copies only)
4. Any letters of support for your project

Please return this application to:

Ribble Valley Borough Council
 Recreation & Culture Grant
 c/o Olwen Heap
 Church Walk
 Clitheroe, BB7 2RA



RIBBLE VALLEY BOROUGH COUNCIL SPORTING EXCELLENCE GRANT APPLICATION

Sporting Excellence Grants are made by Ribble Valley Borough Council's Community Committee and are designed to assist talented young performers progress in their chosen sport.

Before completing this application, please refer to the notes on the rear of this form to check your eligibility.

1 Name

Address

Date of Birth

2 School / College attended

Name of P.E. teacher

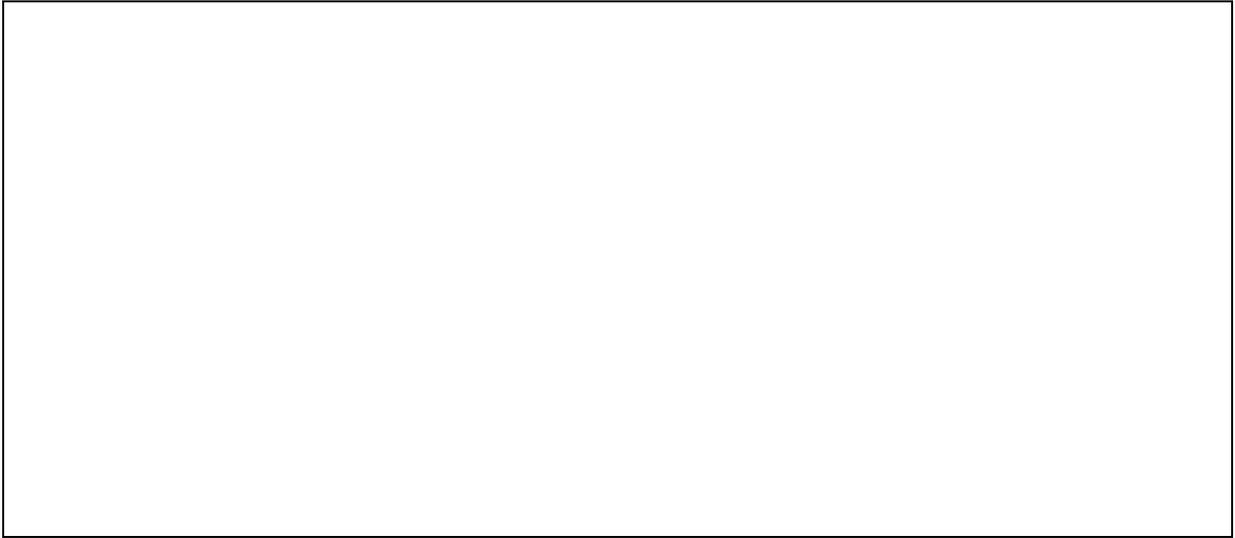
3 What is your main sport(s)?

Which Governing Body are you/your club affiliated to?

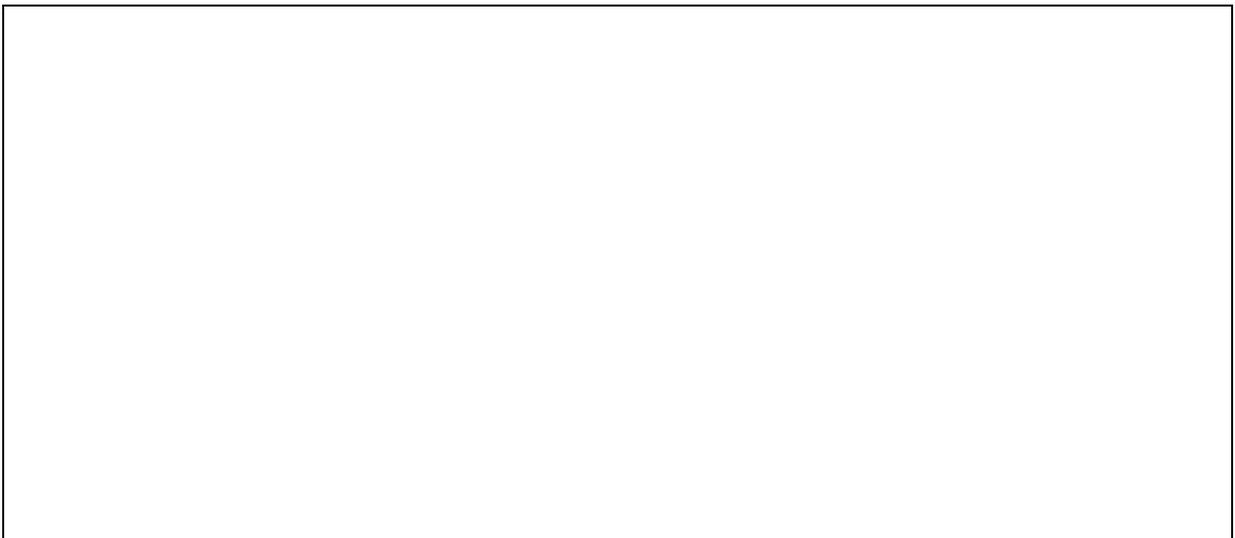
4 Please give details of the level at which you compete (e.g. do you represent your county, region or country or hold a recognised ranking within your sport? and in what age group(s)?)

- 5 Tell us about your achievements over the past 12 months and any particular improvements in your performance over the previous year. (eg. A high ranking, placed at a county/regional/national event, best time in your age group etc.)

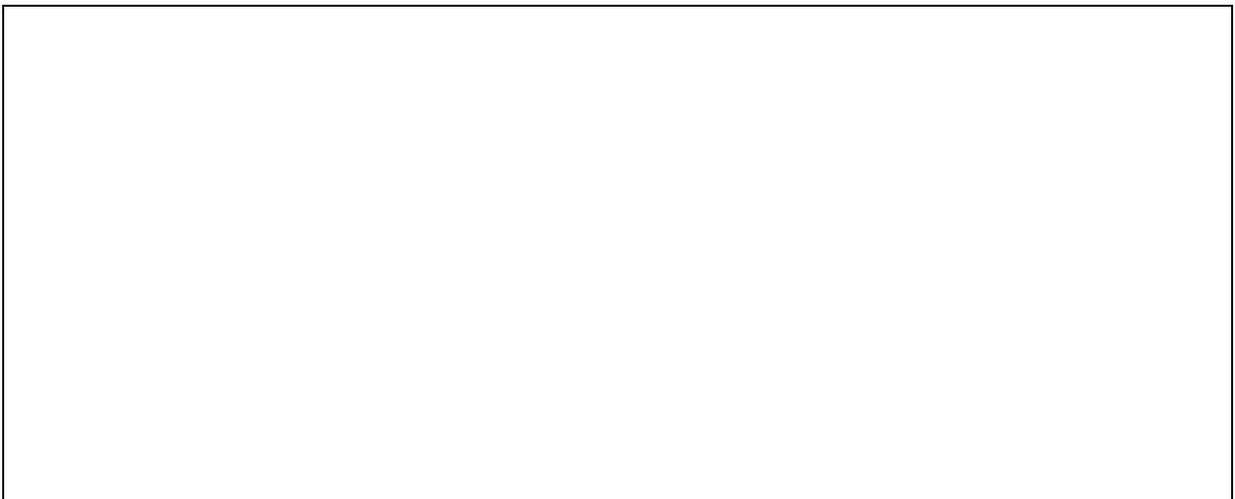
|



- 6 Please give an indication of the amount of time you spend each week training (hours) and where the training takes place (number of miles travelled)



- 7 On average how much does it cost you / your parents to pursue your sport during a typical year (e.g. coaching costs, travel, equipment, accommodation)



8 Have you applied for / received any other source of grant aid over the last 12 months?

9 Please supply the name and contact details of someone, other than your parents, who knows of your achievements and would be willing to supply any additional information we might need in order to assess your application. (This could be your coach, teacher etc.)

Name

Position

Address

Tel.No.

10 Please use the space below to provide any further information you feel would be useful to us in assessing your application such as overcoming a particular barrier to participation, recovery from a major injury etc.

RIBBLE VALLEY BOROUGH COUNCIL
SPORTING EXCELLENCE GRANTS

GUIDANCE NOTES

Please ensure you meet the following criteria before completing this application form:

- Applicants should achieve a minimum of county level e.g. representing Lancashire or be included in a county squad (or the equivalent if this is not relevant for your sport)

- | | |
|--|--|
| • I am a resident of the Ribble Valley | <i>please tick</i>
<input type="checkbox"/> |
| • I am in full time education | <input type="checkbox"/> |
| • I/my club are affiliated to a recognised National Governing Body | <input type="checkbox"/> |
| • I have completed every section of the application form | <input type="checkbox"/> |

If you are unsure about any aspect of the form, please contact Peter Fletcher on 01200 414435 or email peter.fletcher@ribblevalley.gov.uk

Please return your completed form to:

Olwen.heap@ribblevalley.gov.uk

OR post to;

Chief Executive's Department
Ribble Valley Borough Council
Church Walk
Clitheroe
Lancashire
BB7 2RA



RIBBLE VALLEY ARTS EXCELLENCE AWARDS SCHEME

Arts Excellence grants are awarded by Ribble Valley Borough Council and are designed to assist young talented performer's progress in their chosen activity. The main aim of the scheme is to help with the cost of tuition, travel and equipment associated with your activity. They are available for the following performance arts activities:

- Dance
- Drama
- Instrumental Music
- Singing

Grants are available to all young people over the age of 9 and upwards whilst in full time education.

You must also live in the Ribble Valley to be eligible.

Please ensure you complete all parts of the application

Name	
Address	
Date of Birth	

Which area of the performing arts categories are you applying for?

Please tick the appropriate box

Dance	
Drama	
Music	
Singing	

Please answer the following questions as accurately and honestly as possible?

Does your performance/art require you to travel outside of the borough? YES NO

In your current performing art school/class/club/group - is there a defined selection process? YES NO

In your chosen performance art do you perform in front of people you DON'T know more than twice a year? YES NO

Does your performance art have a recognised governing body? (e.g. Trinity College London) YES NO

Do you intend to pursue a career in performing arts? YES NO

Please give details of your activity and, in particular, the level at which you perform, including any qualifications/accreditations

Tell us about any special achievements/competitions you have accomplished/performed in over the last 12 months? What was the audience for this performance - local/regional/national?

Please indicate the amount of time you spend each week either practicing or performing?

Please tell us about the costs associated in pursuing your activity and what you would use the grant for?

Have you received /applied for any other source of grant aid over the last 12 months?
If yes, please give details

Please use the space below to provide any further information you feel would be useful in assessing your application

--

Please supply the name and contact details of someone, other than your parents, who know of your achievements and would be willing to supply any additional information we might need in order to assess your application (e.g. teacher, coach)

Name	
Position	
Address	
Phone Number	
E-Mail	

Please return this form to:

**Olwen Heap
Ribble Valley Borough Council
Council Offices
Church Walk
Clitheroe
Lancashire BB7 2RA**

e-mail olwen.heap@ribblevalley.gov.uk

The aim of Arts Development Grant is for Ribble Valley Borough Council to invest in the development and improvement of arts activity throughout the borough. Supporting and promoting the future health and wellbeing of the Ribble Valley community through arts projects.

Criteria

The Applicant

1. Must live in Ribble Valley or provide a service / business which is based within the borough.
2. Must be an organisation not run for profit.
3. Must not be seeking funding for a charitable cause or third party which is a different organisation to the applicant.

The Project

1. Must provide a high-quality arts experience.
2. Priority will be given to a project which targets a section of the community who may be disadvantaged in accessing and experiencing arts.
3. Must demonstrate a clear need in terms of how it will benefit the Ribble Valley community.
4. Must have clear targets in what it is trying to achieve and how it will be evaluated.
5. Priority will be given to projects that seek match funding bringing external funding into the area. The Council will support up to 50% of the cost of the scheme.
6. The scheme is not intended to contribute to the revenue/running costs of any organisation, non-maintenance projects will be given priority.
7. Projects should not start before RVBC Arts Development Funding Support has been confirmed in writing and normally should be completed within 12 months of it being confirmed.
8. Partnership working will be given priority.
9. Projects will be assessed on their level of sustainability. Evidence should be provided as to how it will continue and grow in future years without council funding support.
10. Projects will not receive repeat funding unless stating clearly how this contribution will be developing a new aspect.

Grant Terms

Should the applicant cease to use the contribution for the use for which it was awarded, the council may wish to retain all or a proportion of the contribution to be paid.

Grant aid cannot be expected every year. Each scheme will be considered on its merit and in line with the Council's culture and leisure priorities.

Grant payments will be released on the production of invoices and receipts of the project and completion of the evaluation form (supplied on the grant approval).

The Authority will not commission any grants to organisations and individuals who are in breach of the principles of Social Value Act 2012, or reserve the right to withdraw funding if it becomes apparent that they are in breach.

If you need advice on submitting this application contact RVBC Arts Development Katherine Rodgers 01200 414553 or email arts.development@ribblevalley.gov.uk